



FACTSHEET #1

External Recruitment Categories

INITIAL RECRUITMENT:

Category 1 - FAMILY MEMBERS

Includes all family member candidates eligible for **Schedule A, 213.3106(b)(6): Dependent Hire Appointing Authority**, (family members of military or civilian employees of the DoD (not hired locally) in the overseas area who do not have competitive status) and family members who possess personal competitive status (former or current career or career-conditional employees) eligible for noncompetitive appointment in the Federal Competitive Service. Applicants must provide a personnel action (SF 50), showing pay plan, occupational series, grade, step, tenure & position occupied.

This may also include other family members who are on Leave Without Pay (LWOP) from a non-DoD agency.

NOTE: This category excludes military spouse preference (MSP) candidates who have former or current career or career-conditional competitive status, unless the military spouse is applying for a high-graded position where spouse preference does not apply.

FIRST EXPANSION:

Category 2 - DoD TRANSFER CANDIDATES

Includes candidates eligible for noncompetitive transfers (i.e., reassignments and changes-to-lower grade), as well as competitive promotions or to positions with known promotion potential. Transfer candidates for competitive promotions must meet the same ranking requirements and be among the best qualified in order to be referred (meaning they must be ranked among others referred under Ramstein's merit promotion program.)

IF POSITIONS ARE "HARD-TO-FILL", THE FOLLOWING CATEGORIES MIGHT BE USED:

Category 3 - FEDERAL TRANSFER CANDIDATES AND OTHER NONCOMPETITIVE APPOINTMENT SOURCES

These sources are generally used for "hard-to-fill" positions as well as occupations that are high turnover.

3A Federal Transfer Candidates Includes candidates eligible for noncompetitive transfers (i.e., reassignments and changes-to-lower grade), as well as competitive promotions or to positions with known promotion potential. Transfer candidates for competitive promotions must meet the same ranking requirements and be among the best qualified in order to be referred (meaning they must be ranked among others referred under Ramstein's merit promotion program.)

3B Reinstatement Eligible: Non-family members who possess personal competitive status (former or current career or career-conditional employees) eligible for noncompetitive appointment in the Federal Competitive Service. Applicants must provide SF-50, showing pay plan, occupational series, grade, step, tenure & position occupied.

3C: Interchange Agreement Candidates with noncompetitive appointment eligibility (includes those eligible for consideration based upon NAF or CIPMS Interchange Agreements) . Service must be under a non temporary appointment and have been continuous for at least one year. Applicants must

provide AF Form 2545 or SF-50 (CIPMS) to substantiate type of appointment and length of NAFI/CIPMS service.

3D: Veterans Recruitment Appointment (VRA): Open to all prior military who are eligible for appointment under the Veteran's Readjustment Act. This is a noncompetitive appointment to a federal civilian service position that may be given to veterans who meet certain eligibility requirements. Such appointment leads to competitive status and career or career-conditional tenure upon satisfactory completion of service and education or training. Agencies may use this authority to fill jobs up through the GS-11 or equivalent level. Veterans claiming preference must provide copy 4 of DD Form 214, Certificate of Release or Discharge from Active Duty.

3E: 30% Disabled Veterans: Disabled veterans who have a service-connected disability of 30% or more and the disability is officially documented by the Department of Defense or the Department of Veterans Affairs. If claiming preference, applicant must submit SF-15, Application for 10-Point Veteran Preference, and Veteran's Administration (VA Letter, dated within the last 12 months, supporting the claim. Also, must provide copy 4 of the DD Form 214, Certificate of Release or Discharge from Active Duty.

3F: Veterans Employment Opportunity Act (VEOA): Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service. Applicants must provide copy 4 of DD Form 214, Certificate of Release or Discharge from Active Duty.

Category 4 – COMPETITIVE – ALL US CITIZENS

This category will be used only when needed to fill temporary or TERM positions. (NOTE: US citizens must have a noncompetitive appointment eligibility such as VRA or reinstatement (see categories above) to be eligible for appointment.